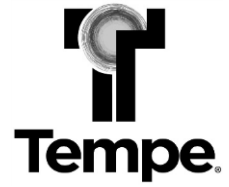


**City of Tempe Community Services**  
**Part-Time Temporary Employment Opportunity**



**ESCALANTE MULTI-GENERATIONAL CENTER-SENIOR CENTER**  
**Program Coordinator**  
**(24-29 hours/week)**

**Opening Date:** August 3, 2021

**Closing Date:** Applications will be accepted until the needs of the City are met.

**Hourly Wage:** \$16.00-\$17.00

**Hours:** Applicant must be available Tuesday through Fridays from 8 am to 3 pm. This is a part-time/temporary position. Scheduled hours will be approximately 24-29 hours per week.

**Minimum Qualifications:**

- Experience in recreation programming and operation of a community center
- Experience in supervising staff
- Experience working with the senior adult population
- Ability to operate a personal computer; knowledge of internet, word, excel
- Able to follow established policies and procedures
- Able to understand and carry out oral and written directions
- Able to establish and maintain cooperative working relationships with public and staff
- Experience cooking for large numbers preferred
- Some college coursework in recreation, gerontology, and/or related field is preferred

**Essential Job Functions:**

- Promote activities for retirees including but not limited to, lectures, craft classes, computer classes, entertainment groups, and special events.
- Lead in special event preparation for breakfast and luncheon events, 3-4 times per month.
- Create themes, decorations and social activities for special events.
- Prepare meals in a commercial kitchen with staff and volunteers for all special events.
- Prepare program-marketing materials, including newsletters and flyers.
- Schedule and coordinate volunteers to assist with events, bingo and meal preparation.
- Interacting with the public in person and over the phone
- Provide information about the facility and program/class registration
- Set up rooms: lifting and moving chairs, tables and program equipment (up to 50 pounds)
- Attend monthly staff meetings
- Perform other duties assigned

Download application at <http://www.tempe.gov/escalante>

Or

Pick up application at  
Escalante Multi-Generational Center  
2150 E. Orange St. Tempe, AZ 85281  
480-350-5800